



**TERMS OF REFERENCE
FOR
CONSULTANCY TO DEVELOP A FRAMEWORK FOR SHOCK RESPONSIVE SOCIAL ASSISTANCE**

Location:	Jamaica
Project Title:	Modernization of the Social Protection Systems in Jamaica, Towards an Adaptive, Shock Responsive, Inclusive System
Supervisors:	Designated representatives of the MLSS & UNICEF Social Policy Specialist
Fund Name:	Joint SDG Fund
Type of Contract	Individual
Language Required	English
Duration of Assignment	Four (4) months
Expected Start date	October 10 th 2023
Deadline for submission of offer	August 20 th , 2023.

Background

Jamaica has a well-established Social Safety Net (SSN) which seeks to guarantee protection for all citizens. This is driven by a transformative approach, social risk management and a rights-based approach. This encompasses promotion of human capital development and the participation of the poor and vulnerable in their economic independence, the protection of all citizens from shocks that negatively affect their socioeconomic status and the smoothing of consumption patterns, thereby contributing to higher levels of and stabilization in, aggregate economic demand.

The Social Protection System is developed based on a suite of policies and programmes designed to prevent, reduce, and eliminate economic and social vulnerabilities to poverty and deprivation. Many of the programmes and policies are anchored in Jamaica’s alignment with international human rights conventions as well as key legislation operationalised under the broad themes of: Social Insurance and Assistance; Human Capital Development; Labour Market Programmes; and Financial Services¹. The programmes seek to respond to the national Social Protection Strategy which uses a life-cycle approach to support citizens, especially households deemed poor and vulnerable.

Within the Caribbean, Jamaica’s Social Protection System is one of the most developed in terms of coverage, benefits provided, and administrative capacity. The System spans several service providers and is operationalized through a network of approximately five ministries: over fifteen departments and agencies, with the involvement of various Community Service Organizations (CSO’s), Non-Governmental Organizations (NGO’s) and other allied services. The Social Protection System offers an important entry point for addressing poverty, chronic vulnerability, and risks; and promotes timely and sustained action to alleviate the harsh effects on key populations, such as children, the elderly, and persons with disabilities.

A 2019 Public Expenditure Review of Jamaica’s Social Protection System has established that social protection has played a pivotal role in risk management, as well as supporting the Government’s poverty reduction objectives². Jamaica’s share of public spending on social protection interventions has been progressive with its domestic resource utilisation on social assistance at 1.2 percent of GDP and coverage rates within the region of 70% of the poorest quintiles. Notwithstanding these advances, Jamaica’s response mechanism remains vulnerable to natural disasters and climatic hazards. Consistent with the 2014 Social Protection Strategy (SPS) which promotes a response to crises and emerging vulnerabilities, the system must flexibly anticipate and accommodate any future demands within a reasonable planning horizon and enhance the resilience of individuals, households, and communities to better prepare, cope with, and adapt to shocks. The SPS also requires that mechanisms are in place to prevent long-term undesirable outcomes, including access to goods and services, appropriate housing, and facilities to ensure physical access, health

¹ Social Protection Strategy, Planning Institute of Jamaica (2014)

² Ibid, Public Expenditure Review of Social Protection in Jamaica: (Dec, 2019)

services, employment opportunities and other forms of income support, human capital development, and access to social security³, through its various agencies and stakeholders.

Institutional Framework

The Social Protection System involves several actors and depends on the input of a number of sectors. Chief among these stakeholders include:

The Planning Institute of Jamaica (PIOJ)

The PIOJ is the chief custodian of Jamaica's Social Protection Strategy. The Agency is responsible for poverty analysis and monitoring; and mandated by the Cabinet to structure and coordinate a poverty reduction Programme. Inter alia, the agency advises on social policy, convening key stakeholders through the National Social Protection Committee (NSPC). This NSPC provides oversight for the overarching framework related to policy and programme development for Social Protection, and the coordination and monitoring of an effective network which engenders strong collaboration, cooperation, and integration of key stakeholders, like the Ministry of Labour and Social Security (MLSS).

The Ministry of Local Government and Community Development

The Ministry of Local Government and Community Development acts as the agent of local development. This covers the areas of development planning, poor relief- relieving destitution in all its forms for children; the homeless; and the Indigent; and disaster preparedness and emergency management, et al. The Ministry administers the Local Government Act 2011 and makes such regulations for smooth implementation and provides general policy guidance to Local Authorities. The Ministry dispenses its function through Five (5) agencies and Fourteen (14) local authorities namely, The National Solid Waste Management Authority -NSWMA; Jamaica Fire Brigade; Board of Supervision (which is responsible for the nation's infirmaries); Social Development Commission -SDC; Office of Disaster Preparedness and Emergency Management -ODPEM; and 14 Municipal Corporations – Local Authorities.

The Ministry of Labour and Social Security (MLSS)

The MLSS has responsibility for national development through the provision of efficient and effective labour and social security services. Within its core mandate, the MLSS delivers social protection programmes and is key to improving coverage and synchronizing the various social protection initiatives. A core area of focus for the MLSS is the effective management of social protection programmes including those for groups with special needs, to include households below the poverty line, lactating mothers, the adult poor and persons with disabilities. Persons are registered for the various programmes and services through geographic targeting, self-targeting and Proxy Means Testing (PMT).

SDG Joint Programme: Enhancing Social Assistance Provisions in Emergencies

The Government continues to explore opportunities to improve the design of key social protection programmes and promote greater accuracy in the targeting of benefits. Using a life-cycle approach Jamaica's Social Protection System seeks to synchronize the relevant policies and programmes to proactively address existing vulnerabilities, while anticipating emerging vulnerabilities, such as Covid-19. The macro fiscal framework promotes, inter alia, strengthening the country's emergency response and management by improving and enhancing the quality of social programmes. Targeting of social benefits is supported via a Beneficiary Identification System (BIS). The BIS is designed for social programming and has been used in critical interventions and programmes such as, Students' Loan Bureau; the School Feeding Programme-linked to the MLSS; and the Programme of Advancement Through Health and Education (PATH). The BIS involves a Proxy Means Test based on predetermined eligibility criteria to assess an applicant's level of need, by way of a cut-off score.

Jamaica has a suite of social assistance provisions to cushion social and economic shocks in the form of in-kind goods, services, or monetary support. Where cash benefits are provided, it is often restricted to recipients who meet a certain behavioural condition or sub-populations targeted using Means Testing, and the benefit value is generally calculated for the population, with a strong emphasis at the household level. Arguably, in a humanitarian crisis or covariate shocks, a pre-crisis social protection system benefit level may have to be tailored to respond to the prevailing conditions. There is international consensus on the value of cash transfers as a core element in an emergency response

³ Shock-Responsive Social Protection in the Caribbean Jamaica Case Study, World Food Programme

with strategic importance on the essential needs and expenditures for particular population groups, such as children, persons with disabilities and the elderly.

To this end, UNICEF, WFP and UNWomen under a Sustainable Development Goals Fund Joint Programme (JP) has been supporting the Government of Jamaica to strengthen its Social Protection System, enabling it to be shock and gender responsive. The Joint Programme forms part of a broader strategy to accelerate and support initiatives toward the progressive realization of the Sustainable Development Goals and Jamaica's Vision 2030 National Development Plan. The multiplier and long-term effects of the Joint Programme would contribute to establishing a reference point enabling the expansion of social programmes based on tailored protocols and to quickly identify people facing acute socio-economic impacts. By supporting the development of a transformative social protection policy and an improved system, the results herein could be applicable to other programmes across the System.

Purpose of the Consultancy

Under the SDG Joint Programme, this consultancy seeks to examine the benefit level or value of cash transfers in emergencies or covariate shocks and develop a related framework for in-kind and cash-based provisions informed by household representation. The consultant will also be required to develop an appropriate tool, such as, adapted algorithm, to determine the value to be transferred based on tailored emergency protocols.

Scope of Works

To achieve the objectives outlined, the Consultant will be required to undertake the following actions:

1. Develop a work plan outlining the schedule and description of activities to be undertaken, provide a report outline, determine the estimated level of effort and support required.
2. Conduct a desk review of existing policies, and reports and examine and assess the Social Protection System's maturity and current roles/objectives vis-à-vis shock preparedness and response, carefully.
 - a. Identifying gaps and opportunities in policy/strategy in relation to:
 - i. the role of existing social protection programmes, and especially cash transfers.
 - ii. the potential role of ad hoc emergency programmes.
 - iii. complementarities and synergies with the Disaster Risk Management and Humanitarian Sectors- leveraging responses via other sectors
 - iv. risks and opportunities in terms of upholding the Humanitarian Principles⁴, especially in contexts of fragility and forced displacement.
 - v. Provide an analysis of routine approaches for registration and eligibility verification and determine the extent to which the Social Protection System, capacities and data generated via routine approaches can be leveraged in shocks.
 - b. Reviewing routine communications and make recommendations to promote service continuity during and after an emergency or covariate shock.
3. Develop a framework for the provision of in-kind and cash-based transfers informed by the type of covariate shock, hazard and stress. guided by the Minimum Expenditure Basket (MEB) approach⁵.
4. Develop an appropriate tool to calculate the type of response and where appropriate the benefit level/value of cash or in-kind transfers during times of emergency or shocks, informed by household representation, with an emphasis on child sensitive needs.
5. Assesses the flexibility/ scalability of current social protection programmes to provide timely responses and expand in emergency contexts.
6. Develop a schema to provide an outline of the instructions to be followed in computing and classifying emergency-related response.
 - a. Develop a Guidance with Standard Operating Procedures for suggested emergency transfer modality, frequency and duration.
7. Review general communication procedures and make recommendations for improvement to support the timely dissemination of information, especially within emergencies.
8. Facilitate stakeholder consultation and feedback/validation sessions to improve the relevance and alignment of the framework and recommendations to the needs of the GOJ stakeholders.

⁴ https://www.unocha.org/sites/unocha/files/OOM_Humanitarian%20Principles_Eng.pdf

⁵ defined as what a household requires in order to meet basic needs, on a regular or seasonal basis, and its average cost

Required Qualifications and Experience

Academic qualification:

- At least a master's degree in any of the following disciplines: International Development, Social or Public Policy, Development Economics, Child studies, or other relevant social science.

Work experience:

- Demonstrated experience in designing or managing targeting algorithms of social protection programmes.
- At least 7-10 years working experience in designing and costing, implementing, and evaluating large scale and diverse designs, government social protection programmes at global level and in diverse settings.
- Demonstrated experience working with governments at national and sub-national levels in low- and middle-income countries is required.
- Demonstrated experience in designing or managing programme-based Management Information Systems of social protection programmes, would be an asset.

Table of Deliverables

Deliverable No	Deliverable Name	Description	Delivery Date
D-1	Detailed Workplan	Detailed Workplan should provide the details of how the consultant would perform their work to achieve the project objectives and deliverables laid out in the Terms of Reference, including the proposed data collection methodology to engage stakeholders, including timelines.	10 days after signing the contract
D-2	Inception Report	The Inception Report should include but not limited to the following: <ol style="list-style-type: none"> 1. Assess eligibility criteria/coverage and characteristics of the existing social protection programme. 2. Assess routine approaches and the extent to which the Social Protection System, capacities and data can be leveraged in shocks. 3. Examine opportunities to build on routine systems to enhance the timeliness and effectiveness of future emergency response. 	35 days after approval of Workplan
D-3	Draft Social Protection Provisions Emergency Framework (SPPEF)	The Framework should include: <ol style="list-style-type: none"> 1. Recommend provisions for in-kind and cash-based transfers 2. Draft Communication procedures and recommendations for improving support and dissemination of information, especially within emergencies. 	40 days after approval of Inception Report
D-4	Draft Schema and Standard Operating Procedures Document	The provision of the following: <ol style="list-style-type: none"> 1. A proposed schema with an appropriate tool to calculate the type of response and the value of cash or in-kind transfers which can be implemented during times of emergency or shocks. 2. An outline of the instructions to be followed in computing and classifying emergency-related response. 3. Stakeholder presentation(s) with feedback toward improving the relevance and alignment of the framework. 4. Related Standard Operating Procedures (SOP) 	21 days after approval of Draft SPPEF

D-5	Final Report	The Report should include: 1. Final Social Protection Provisions Emergency Framework 2. The final Tool to determine the value to be transferred and related procedures and protocols.	20 days after approval Draft Schema and Standard Operating Procedures Document
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Contract Duration

The duration for the contract is four (4) months commencing October 2023 through to January 2024.

Payments

Payments will be made by UNICEF, subject to the endorsement and certification of the Chief Technical Director for Social Security or her designate from the Ministry of Labour and Social Security. The payment and deliverable schedule will be as follows:

Deliverable No	Deliverable Name	Delivery Date	Payment on product basis%
D-1	Detailed Workplan	10 days after signing the contract	10%
D-2	Inception Report	35 days after approval of Workplan	15%
D-3	Draft Social Protection Provisions Emergency Framework (SPPEF)	40 days after approval of Inception Report	20%
D-4	Draft Schema and Standard Operating Procedures Document	21 days after approval of Draft SPPEF	20%
D-5	Final Report	20 days after approval Draft Schema and Standard Operating Procedures Document	35%

For every child, you demonstrate.....

UNICEF’s core values of Commitment, Diversity and Integrity and core competencies in Communication, Working with People and Drive for Results.

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, race, sexual orientation, nationality, culture, appearance, socio-economic status, ability, age, religious and ethnic backgrounds to apply to become a part of the organization.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination.

UNICEF also adheres to strict child safeguarding principles. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles.

Child Safeguarding

<p>Is this project/assignment considered as “Elevated Risk Role” from a child safeguarding perspective?</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If Yes, Check all that apply</p> <p>Direct contact role</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:</p>
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Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

Evaluation Criteria Candidates will be evaluated based on a cumulative methodology, i.e., the award of the contract will be made to the candidate whose offer has been evaluated and determined as:

1. Responsive/compliant/acceptable, and
2. Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Technical Component	Max 70 points
Economical component score	Max 30 points
Total Score	Max 100 Points

Only candidates obtaining a minimum of **60 points** (of the total technical points) will be considered for the financial evaluation.

HOW TO APPLY

Interested parties are invited to present a technical and a financial proposal that includes total cost and the timeline for completing the assignment.

The Technical Proposal should include:

1. **Curriculum vitae**
2. **The Methodology** detailing the approach in no more than 2-3 pages:
 - a. Showing clear understanding of the tasks to be undertaken
 - b. Showing understanding of local context.
 - c. Clear timelines and milestones
3. **Financial proposal** and timeline for completing the assignment
4. **Three contact references** from previous work experience.

Consultant sourcing:

National International Both

Interested and suitable parties are invited to submit their detailed technical and financial proposal /budget in separate tabs in the talent management system **on or before 23:59 Kingston Jamaica time, August 20, 2023.**